



Emory University- Goizueta Business School

Business School Exchange

Notes of Guidance for Exchange Students

Please check information on host university's website for accuracy

Emory University is located on a beautiful, leafy campus in Atlanta, Georgia's historic Druid Hills suburb. The Goizueta Business School is named after Roberto C Goizueta, a much-admired and successful business leader who was also CEO at the Coca-Cola Company. In 2009 the School celebrated 90 years of excellence. The School benefits from its connections with Atlanta, the business hub of the southeast and a thriving global city. Facilities include the Goizueta Business School Library, located within the University's Robert W Woodruff Library building. The University houses the John Harland Cinema (a semi-professional theatre), the Michael Carlos Museum, technologically optimized classrooms, a fully equipped Computer Information Center, and indoor/outdoor wireless global connectivity.

Further info: <http://www.goizueta.emory.edu/>

The Handbook (hereafter referred to as the Handbook) for Incoming BBA International Students has all the information you need as an exchange student: http://www.goizueta.emory.edu/degree/bba/downloads/BBA_International_Student_Handbook.pdf

Study Dates

You should arrive on the Saturday before BBA classes begin, see the calendar for specific start dates. Goizueta can organise an airport pick-up service for incoming students.

Fall Term: last week in August – mid December

Spring Term: January –May

More info: http://www.goizueta.emory.edu/degree/undergra_calendar.html

Orientation

All exchange students must attend the International Student orientation as well as the New BBA orientation.

Academic Work

Exchange students are enrolled as non-degree, special standing undergraduate students. The Bachelor of Business Administration Undergraduate programme (BBA) is challenging and innovative.

Selection of Courses

For course descriptions on the BBA refer to the Handbook and see http://www.goizueta.emory.edu/degree/undergra_cur_courses.html

Classes tend to be 75 minutes each but some are taught for 150 minutes. Some courses are not open to exchange students including Freshman seminars, directed study classes and other classes only open to Emory students majoring in that subject.

Exchange students usually take a total of 16-20 credit hours of class per semester (for example: 4-5 courses). Courses are assigned depending on availability of space in the classes and on priority of preferences. A minimum of 16 credit hours must be taken each semester. Third year level courses are numbered 300-400. Students may enrol on no more than 8 hours on courses available in the College of Arts & Sciences. Economics courses are offered by the College of Arts & Sciences, not by Goizueta.

Your final course selection must be approved by the University of Edinburgh Business School and a Course Registration Form is available on http://www.business-school.ed.ac.uk/_data/assets/word_doc/0016/16054/course-registration-form.doc. Any course changes made whilst you are away must have your School's approval. Please ensure that you keep in regular contact during your year abroad. Goizueta offers a core course in Strategic Management (BUS 331) which is required for all Business Studies/International Business students who go on exchange.

Registration

Exchange students must submit course preference forms as detailed in the Handbook. You would normally select 7 courses you would like to take and you will usually be assigned 4-5 courses. Schedules may be changed, upon arrival, during the "add/drop" period at the beginning of the semester.

Studies

Exchange students are often surprised by the frequency and number of assignments: if it not uncommon to have 2-10 hours of reading and homework each week for each class. Classes are heavily discussion and case-based and students may be assessed on class participation and presentations, as well as final exams.

Assessment

Most courses are graded on a letter grade basis see http://www.goizueta.emory.edu/degree/undergra_cur_grades.html

Finances

Financial Evidence

All students are required to complete the Financial Certificate form and to provide supplementary material to demonstrate sufficient funds for the entire exchange period. This may include, for example

- An original letter notifying you of the award of a maintenance grant and/or student loan.
- An original and signed letter from a bank stating your current financial situation.
- An original and signed letter from a parent or friend's bank stating their current financial situation, coupled with a letter from the bank account holder confirming their willingness to provide a stated level of financial support.

Costs

Additional costs will normally be restricted to travel, books and health insurance. You will be required to pay for the following (all figures are approximate):

- Tuition fees to the University of Edinburgh – contact the agency which is paying your fees (e.g. LEA/SAAS) and ensure that payment is arranged for your time abroad.
- Housing – exchange students are normally required to live on-campus and the cost is all-inclusive of utilities, but all students must pay for a minimum 'meal-plan' – see Handbook for more details; estimated on-campus housing is \$3,500 - \$4,500 per semester.
- All students must purchase the Emory University Health Insurance Plan or a comparable US-domiciled plan. Costs will still be incurred after a visit to the doctor or for a prescribed drug: health insurance reduces these costs but does not eliminate them altogether.
- Books – textbooks are expensive in the US and you are expected to buy required books and cases for each class (copies are not automatically available in the Library). One book could cost more than \$200.
- SEVIS (Student and Exchange Visitor Information System) is an Internet-based system that maintains accurate and current information on non-immigrant students and is currently \$180 for J-1 visas. See the Handbook for more information.
- One-way air travel to US approximately £600-800.
- Students are advised to bring \$1000-1500 in cash or travellers cheques on arrival to cover initial expenses.

Employment

All J-1 students must be authorised for employment by a Responsible Officer at ISSP (International Student and Scholar Programs) prior to beginning any job whether on or off campus. Student must meet certain eligibility requirements. For more information see the Handbook.

Grants and Loans

If you are in receipt of a maintenance grant and/or a student loan, you should inform the awarding body that you have been selected to participate in the exchange. You may request that payment be made early. The awarding body will need payment instructions, namely details of a bank account into which it can be

paid directly, or a nominated individual to whom cheques can be posted. Do not forget to complete the necessary grant or loan application each year.

International Student Exchange Identity Card - ISE Card

The ISE Card is a student discount card which allows students to enjoy discounts, concessions, or other benefits at transportation companies, museums, attractions, national parks, accommodations, restaurants and numerous other venues all over the world. <http://www.isecard.com>

Insurance

All students are required by law to have mandatory health insurance. See Costs above and the Handbook.

Visas

Useful Embassy website: www.usembassy.org.uk

On no account should students enter the USA on a tourist visa. As a general rule, students are issued with a J-1 visa in recognition of participation in the exchange programme. See the Handbook for more detailed visa information:

http://www.goizueta.emory.edu/degree/bba/downloads/BBA_International_Student_Handbook.pdf

Housing

See Costs above and refer to the Handbook for more information.

Safety

We hope your stay at your exchange destination will pass without any undue incident with regard to your safety. However, as you will be staying in a different environment and culture, you should be prepared to take necessary precautions if appropriate.

We would advise you to consult with the Study Abroad Office on your arrival and also look at the following website which will give you up-to-date government information on the country you will be visiting.

<http://www.fco.gov.uk/en/>

If you find yourself without any access to cash, without your passport, or in any other serious kind of trouble, the British Consulate will try to help. In the unlikely event of you being arrested for a serious offence, insist on the Consulate being informed; a consular officer who can advise on local procedures etc will contact you as soon as possible.

Please also inform the International Office and your DOS of any problems relating to your health or safety whilst on your study abroad exchange.

DISABILITY STATEMENT

Some destinations may be more accessible than others for disabled students. If you require any adjustments due to disability or specific learning difficulties and you wish to study abroad please contact the Business School in the first instance (adjustments@business-school.ed.ac.uk). We will liaise with you and the Student Disability Service at Edinburgh to explore the help available at your host institution. It would also be helpful if you discuss this with your Director of Studies and the Student Disability Service.

Contacts

<p><i>Emory – Goizueta Business School</i></p> <p>Valerie Molyneaux, Associate Director BBA International Programs 1300 Clifton Road, Suite 320 Atlanta Georgia 30322 Tel: 404-727-4297 Email: Valerie_Molyneaux@bus.emory.edu</p>	<p><i>Edinburgh</i></p> <p>Lorraine Edgar/Janet Ellis The University of Edinburgh Business School Undergraduate Office 29 Buccleuch Place Edinburgh, EH8 9JS Tel: +44 (0)131 650 3828/651 3798 Fax: +44 (0)131 650 8337 Email: Lorraine.Edgar@ed.ac.uk or Janet.Ellis@ed.ac.uk</p>
--	---

These notes are for guidance only. We have tried to keep them up to date, but it is very difficult to do so without your input. So, if you can keep notes of any inaccuracies in this information we should be glad to hear of them on your return to Edinburgh. Any other observations and impressions about your stay will also be useful and will help those students who participate in the exchange in future years.

=====
The University of Edinburgh Business School
29 Buccleuch Place, Edinburgh, EH8 9JS

Tel: 0131 650 3900
Fax: 0131 650 8337

=====